



February 16, 2016

The Personnel Board was called to order by Janis Parks, Human Resources Director, in a meeting held, Wednesday February 10, 2016 at 5:32PM in the Conference Room at Pelham City Hall.

Present were Board members, Jim Collins, Greg Darnell and Bobby Hayes. Also present were Rick Hayes and Mayor Gary Waters. Other employees and department heads were also in attendance.

The Board continued discussion of the pay plan revisions.

Hal Brown presented the updated information from last meeting to separate the Head Mechanic and Assistant Superintendents classification on the pay plan. Board approved this revision without change in original pay.

Danny Tate reviewed the Maintenance Supervisor position and the job description updated as requested. The classification was submitted as Operations Director. Greg Darnell made a motion to accept the update, a second was made by Bobby Hayes. All members voted as approved.

The Laborer II comparison spreadsheet was reviewed. The additional steps included for Park was to add these in order to eliminate the need for Equipment Operator classification for the Park. As such, Jim Collins made a motion to approve the Park pay plan, a second was made by Bobby Hayes. All approved.

Tom Seale presented updates to the job description for Finance Director on the sheets for the Shelby County COO. Other information for Finance Director position presented on Prattville. In keeping with the consistency of the other department heads, Greg Darnell make a motion to adopt the starting salary change, with 3% between the steps and to adopt the Finance/Admin pay changes. Jim Collins second. All members approved.

Dell Ann Holly presented information for pay updates for the IT organization. After lengthy discussions and a possible change of the entire pay plan for IT, Greg Darnell made a motion to adopt the change in salary for the IT Manager, Jim Collins seconded, and all approved. A request was made to review the needs and direction of IT, for personnel, etc., and/or a strategic plan.

David Blake continued with information for Garage. Similar to Pelham would be Irondale and Shelby County. Discussion included the need for entry mechanics, then lead or senior mechanic levels.

Greg Darnell made a motion to approve the Garage pay plan with recommended changes, a second was made by Jim Collins. All approved.

Eddy Jowers presented for Water. Before discussions began, Greg Darnell made a motion to approve the changes to the Public Works department, Bobby Hayes seconded, all approved.

Discussion for Water included entry level for Meter Readers. The Water organization does not have any Tech I employees. What are the requirements? Is there a need for a different laborer entry level for Water crew? Is a Meter Reader considered unskilled. This needs to be addressed and discussed further at next meeting.

In summary, the Board voted unanimously to approve Pay Plan changes for Facilities & Landscape, Racquet Club and Public Works.

A motion was made to adjourn by Greg Darnell and seconded by Bobby Hayes.

Next meeting was scheduled for Wednesday February 17, 2016 at 6:00PM.

Need information for promulgated rule for qualifications of candidates seeking the nomination for employee representative on the Board. Also, need to address the Education Incentive Resolutions that are still pending.

Adjourned at 9:21PM.